

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB03-87

Date: June 8, 2004

Expiration Date: 6/30/05

69:170:pc:8406

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: UPCOMING SOFT EXIT/JTA SYSTEM CHANGE

The purpose of this information bulletin is to inform subgrantees of an upcoming Job Training Automation (JTA) System release, on the weekend of June 11, 2004, that will generate two new data edits. First, on the Enrollment/Registration Form (WIA EWIE), field 15 "Est/End Date" will now be a required field and an error will be created on the Individual Participant Data (IPD) transmission if any client's enrolled activities do not have an "Est/End Date" listed. Second, an edit will be initiated that will automatically exit clients who have not received services for 150 days. These data edits will be in effect for the June 20, 2004, IPD transmission. All subgrantees should immediately review their records and complete all necessary client data entry prior to attempting to transmit the June 20, 2004, IPD. A Standard Query Language statement is available through the JTA Help Desk to assist subgrantees in identifying clients subject to these edits.

The 150 day threshold is derived from the 90-day soft exit requirement in Training and Employment Guidance Letter (TEGL) 7-99 plus an additional 60-day window to allow for the late entry of data into the JTA system. The TEGL 7-99 states,

"Once a participant has not received any WIA funded or partner services for 90 days, except for follow-up services, and there is no planned gap in services or the gap in services is for reasons other than those specified above [delay in the beginning of training or a health or medical condition], that participant has exited WIA... For a soft exit, the exit date cannot be determined until 90 days has elapsed from the last date of service. At that point, the exit date recorded is the last date of service."

Implementation of this edit check is necessary to assure the integrity of the performance data reported to the Department of Labor. Without a method for assuring compliance with this requirement, the State's performance numbers could be questioned and this would bring our future eligibility for a federal incentive award into question. Our final decision to immediately move forward with this change is based on a discussion with the local area administrators on the Workforce Investment Act (WIA) Advisory Committee on May 21, 2004.

It is particularly critical that client enrollment records have an estimated service completion date. Failure to update these records will cause your June 20, 2004, IPD extract to fail and timely completion of the June 20, 2004, IPD transmission is very important. This is the last opportunity to submit updated client records for matching to the Unemployment Insurance Wage Record file prior to the Program Year 2003-2004

Annual Report. This timeline is described in WIA Information Bulletin [WIAB03-61](#). The most recent estimated completion date on the enrollment form will provide the basis for completing the soft exit edit check.

For those clients identified for soft exit, a new exit code will be created on the JTA Stateside, exit code 19, "Automatic State Exit." The rest of the Exit Form will be completed as follows:

- Exit Date will be the last date the client received services;
- Soft Exit Determination Date will be the last date of service plus 150 days;
- Degree Attained will be coded "2 – No, credential intended";
- Entered Military Service will be "2 – No.";
- Entered Qualified Apprenticeship will be "2 – No.", and
- All other fields will be left blank.

The Management Information System administrator will receive a list of the Application Numbers that have received an Automatic State Exit. This listing will be contained in the IPD extract report in the JTA Report Input/Output Handler.

If a participant is automatically exited from the system due to inactivity as described above, the participant must be re-enrolled if the subgrantee wishes to continue services. If a participant is re-enrolled, that new enrollment will be counted separately in the performance calculations at the new point of exit.

If you have any questions about this bulletin, please contact Damien Ladd at dladd@edd.ca.gov or (916) 654-5181. For assistance with changes in client records, please contact the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division